

SOLICITATION NUMBER: SOL-442-15-000014

ISSUANCE DATE: July 27, 2015

CLOSING DATE: August 10, 2015

CLOSING TIME: 4:00 p.m., Cambodia time

SUBJECT: Solicitation for U.S. Personal Services Contractor: Children in Adversity (Family Care First) and Education Advisor for USAID/Cambodia

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens or permanent resident/registered alien for a personal services contract (PSC) position as an Children in Adversity and Education Advisor as described in the attached solicitation. **This is a resident-hire position; offshore benefits such as housing, post differential, and post allowance are not provided.**

Submissions must be made in accordance with the attached information, being received by USAID/Cambodia at or before the due date/time. Applications must include salary history for the previous three years and the names and contact information (email addresses and/or working telephone numbers) for at least three references with knowledge of the applicant's experience. The review of any applications received after the closing date and time of this solicitation is at the sole discretion of USAID. The award of a contract hereunder is subject to the availability of funds.

Interested applicants must submit all the materials required by the solicitation:

1. Cover Letter;
2. Curriculum Vitae or resume;
3. Form AID 302-3, Offeror Information for Personal Services Contracts (available at <http://www.usaid.gov/forms/>);
4. Supplemental document addressing the evaluation factors;
5. Salary history for last three years; and
6. List of three professional references who are familiar with your work experience.

Complete, signed application packages should be submitted by email to Mr. Reid Ahl at rahl@usaid.gov with a courtesy copy to Ms. Chhorvy Heng at cheng@usaid.gov. Incomplete or unsigned applications will not be considered. Digital signatures are acceptable.

Applicants should retain for their records a copy of all enclosures which accompany their applications. Any questions regarding this solicitation may be directed to the Executive Officer, Mr. Reid Ahl, who may be reached by e-mail at rahl@usaid.gov . Applicants should confirm with Ms. Chhorvy Heng at cheng@usaid.gov that their email submissions were successfully received by the required due date.

Sincerely,

Reid H. Ahl, CM
Executive Officer

Solicitation for U.S Personal Services Contractor:
Children in Adversity (Family Care First) and Education Advisor, USAID/Cambodia

SOLICITATION NUMBER: SOL-442-15-000014

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POSITION TITLE: Children in Adversity (Family Care First) and Education Advisor

MARKET VALUE: GS-14 Equivalent (\$86,399 - \$112,319 per annum). The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA. **This is a resident-hire position; offshore benefits such as housing, post differential, and post allowance are not provided.**

PERIOD OF PERFORMANCE: Two Years (2 years) (o/a September 1, 2015 – August 31, 2017)

PLACE OF PERFORMANCE: USAID/Cambodia – Phnom Penh, Cambodia

AREA OF CONSIDERATION: U.S Citizens or permanent residents/registered aliens

SECURITY ACCESS LEVEL: Employment Authorization / Facility Access

SUPERVISORY CONTROL: The Children in Adversity (Family Care First) and Education Advisor will report directly to the Director of the Office of Public Health and Education (OPHE), but will be expected to work independently with only broad direction and guidance.

STATEMENT OF WORK

Children in Adversity (Family Care First) and Education Advisor

INTRODUCTION AND BACKGROUND

Cambodia is a priority country for the U.S. government under the Action Plan for Children in Adversity (APCA) which seeks to integrate internationally recognized, evidence-based good practices into international assistance for children. The APCA has three principal objectives:

- Build Strong Beginnings: Integrate a child's biological need for stimulation and responsive caregiving into health, nutrition, and early education programs for young children.
- Put Family Care First: Support and enable families to care for their children, prevent unnecessary family-child separation, and promote appropriate, protective and permanent family care.
- Protect Children: Facilitate the efforts of national governments and partners to prevent, respond to, and protect children from violence, exploitation, abuse, and neglect.

USAID/Cambodia will launch programming for APCA with a focus on Family Care First with a goal to develop sustainable solutions to substantially reduce the number of children outside of family care in Cambodia.

In addition to initiating the above APCA in Cambodia, FY 2015 will also be a turning point for USAID/Cambodia education programs. USAID/Cambodia is currently in process of devising its education strategy, which will focus on basic education. While the vision is still in process, USAID Cambodia's education strategy will be aligned with the Agency's 2011-2015 Education Strategy and complement the work currently undertaken by other donors and the Ministry of Education, Youth and Sports in Cambodia.

BASIC FUNCTION OF THE POSITION

Under the direct supervision of the OPHE Office Director, the Advisor will work as part of the USAID OPHE office to provide technical oversight to USAID's Children in Adversity (Family Care First) and Education programs. S/he will provide day-to-day program management and oversight for specific Children in Adversity (Family Care First) and Education activities and cross-cutting, multi-sectoral approaches. The Advisor will facilitate communication and maintain collaborative working relationships with mid-to senior level government officials of the Cambodian government, development partners and non-governmental organizations. S/he is expected to function with a high degree of independence and work as a member of the USAID OPHE office and work closely with other USG agencies, including the State Department and Peace Corps.

The Children in Adversity (Family Care First) and Education Advisor will provide technical and management leadership among all USG agencies, development partners, all levels of government, the private sector and international technical organizations. The Advisor must have experience

and skills in strategic thinking and analysis; technical leadership; program planning and implementation; advocacy, communication and program management. The Advisor will be a social sector expert with relevant practical experience. As part of an overall coordination and advocacy role with USG and all other social sector and education partners, s/he will be responsible for providing direction, management, technical assistance and oversight to the USG's portfolio of social sector (non-health) projects/activities in Cambodia. S/he will serve in an advisory and program management capacity for all social sector (non-health) activities in the USAID/Cambodia portfolio. S/he will provide technical and management leadership among development partners, all levels of government, the private sector and international technical organizations in support of USAID's social sector (non-health) programs. S/he will provide advice to USAID and USG agencies to ensure and enhance the effectiveness of activities through high quality design, well-managed implementation and appropriate monitoring and evaluation. S/he will be responsible for relevant report writing components of the annual Operational Plan, Country Operational Plan and semi-annual and annual reporting.

MAJOR DUTIES AND RESPONSIBILITIES

Children in Adversity (Family Care First)

60%

- Serve as the lead technical expert on Children in Adversity (Family Care First) Goal 2 for the U.S. government in Cambodia. Provide strategic direction, identify opportunities, and coordinate program initiatives related to Objective 2. Other duties and responsibilities include, and are not limited to the following:
 - Oversee APCA-related Family Care First activities funded from USAID Washington, including 3PC and any new projects that result from the Family Care First initiative.¹ In this role as Activity Manager, coordinate projects, facilitate quarterly meetings, review and provide comments on work plans and reports, initiate or participate in relevant government meetings, brief senior US government staff as necessary or as requested, coordinate with USAID [Center on Children in Adversity](#) with the [Displaced Children and Orphans Fund](#) (CECA/DCOF) staff, and support events, visits, and outreach-related tasks.
 - Function as the Activity Manager for Mission-based programming supporting APCA Family Care First objectives. Manage project performance through a robust monitoring and evaluation plan, review semi-/annual project reports, project accrual information, and quarterly financial reports, prepare documents if financial or programmatic amendments to agreements are necessary, review project vouchers for accuracy, and approve project requests.
 - Track and fully understand the status of all significant activities supported by the U.S. government and other donors that contribute to the APCA Objective 2, Family Care First. Communicate information to other development partners, the Cambodian government, U.S. government interagency team in Cambodia, and relevant USAID CECA/DCOF staff, and maintain positive and collaborative relationships with all stakeholders.

¹ See: www.familycarefirst.org

- Write USAID documentation such as action memos, waivers, justifications and acquisition documents, operational plan narratives, scopes of work, and other correspondence as required. Provide draft language for the Cambodia section of the Annual Report to Congress that USAID CECA/DCOF is required to submit under U.S. Public Law 109-95.
- Hold regular meetings with implementing partners and perform assessments as needed to provide programmatic and technical support and assurances to the USAID Mission. Visit USAID-funded project field sites to anticipate, recognize, and resolve any potential problems with partners and bring major program issues to the attention of appropriate USAID staff as necessary.
- Ensure involvement by the Cambodian government and promote alignment of APCA Objective 2 Family Care First within its policies and programs. Advocate, as relevant, with government through formal and informal means.

Education

40%

- Assist with coordination on education programs to the USAID Mission, the broader USG team, and USAID implementing partners in coordination with the Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR).
- Provide on-going program advice for the Mission's education strategy including development of key planning and reporting documents.
- Work closely with the Cambodian government, bilateral and multilateral agencies and other key stakeholders to strengthen education collaboration at the national level to support the development of country ownership and capacity.
- Monitor current education literature, reports, international guidelines and standards as well as best practices in education and provide recommendations in developing innovative approaches to designing, implementing and evaluating education-related programs for Cambodia.
- Conduct regular site visits to review program implementation and meet with beneficiaries. Based on information collected during field visits, communicate findings and recommendations to the OPHE office and, as appropriate, implementing partners and MOEYS counterparts.
- Communicate findings from information collected during site visits, assessment reports, performance statistics and other available data to provide programmatic recommendations to the USAID Education Team, and, as appropriate, implementing partners and Cambodian government counterparts.
- Provide inputs on annual project work plans and participate in USAID project portfolio

reviews.

- Provide program assistance (including drafting briefing papers, cables, and memos for information and action) for education activities.

POSITION ELEMENTS

Supervision received: The incumbent will be supervised by the Office Director of the Office of Public Health and Education, USAID/Cambodia.

Available Guidelines: The incumbent will be expected to be aware of Mission and Agency-specific policies, guideline and procedures, OPHE established administrative operating procedures, policies and formats. Oral guidance from the immediate supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall education and social development activities as they pertain to children, including but not limited to the Automated Directives System (ADS), Mission Orders Mission Notices, U.S. government procurement regulations, and USAID Program Strategy and Policy Documents.

Exercise of Judgment: In instances not clearly covered in written guidelines, the incumbent will use his/her own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with colleagues at USAID, other U.S. government agencies and the Cambodian government as well as representatives from donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution.

Nature, Level and Purpose of Contacts: As a U.S. government representative for Children in Adversity (Family Care First) and Education, the incumbent will be in frequent contact with multiple ministries within the Cambodian government, donors, NGOs and other key stakeholders involved in education. The incumbent will represent the U.S. government on relevant Cambodian government working groups and technical discussions. The Children in Adversity (Family Care First) and Education Advisor will lead collaboration and coordination efforts with the Cambodian government, donors, and other relevant partners on children issues and education to ensure technical and programmatic synergy. The incumbent will be required to maintain solid working relationships with USAID colleagues and senior members of other U.S. government agencies. In addition, the Children in Adversity (Family Care First) and Education Advisor will dialogue and collaborate with mid- to high-level members of the host government, multi- and bi- lateral organizations, private sector entities, representatives of non-governmental organization, and other local and international groups.

Supervision Exercised: This is not a supervisory position.

Time required to satisfactorily perform the full range of duties after entry into the position: The incumbent must be able to perform the full range of duties within six months.

Physical Demands: The primary location of work will be in Phnom Penh, Cambodia. Work in the office is expected to be most sedentary. Secondary locations may include Implementing Partner and Ministry offices, project site locations, and attendance at conferences and training.

EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION

These are the minimum qualifications necessary to be considered for the position.

Education: A Bachelor's degree in social work, social welfare, education or international development.

Experience: A minimum of five years of progressively responsible experience in development and/or social services, including policy, program design, oversight and implementation is required. Experience in Southeast Asia is desired, experience in Cambodia is preferred.

SELECTION PROCESS

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

To meet basic eligibility requirements, the applicant must:

- Be a U.S. citizen or permanent resident/registered alien;
- Be available and willing to commit to the Contract Performance Period of two years;
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to attain an employment authorization/facility access;
- Be able to obtain a medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek and outside established Monday-Friday workweek, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills.

On a supplement document included in the application package, applicants should cite specific, illustrative examples for each factor. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor.

Factor #1: Describe your comprehensive knowledge, state of the art approaches, and understanding of social sector reforms and policies that would support the Family Care First initiative.

Factor #2: Outline your experiences and successes working collaboratively with senior managerial and technical host-country counterparts, donors, and other stakeholders at national and decentralized levels.

Factor #3: Describe your ability to work effectively in teams and collaborate in a multi-agency setting.

Factor #4: Outline your management and analytical skills to strategize, develop, manage, implement and evaluate effective development activities.

BASIS OF RATING: Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks.

Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Selection and/or Evaluation Factors may result in the applicant not receiving full credit for pertinent experience or training.

Interview questions will revolve around the candidate's propensity to:

- Quickly integrate into the USAID/Cambodia operational rhythm,
- Solve and/or resolve issues, and
- Contribute to success of the project.

The Applicant Rating System is as follows:

Factor #1	15
Factor #2	15
Factor #3	15
Factor #4	15

Interview Performance	40
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Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points:	100
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APPLYING:

Qualified individuals are required to submit:

1. Cover Letter;
2. Curriculum Vitae or resume;
3. Form AID 302-3, Offeror Information for Personal Services Contracts (available at <http://www.usaid.gov/forms/>);
4. Supplemental document addressing the evaluation factors;
5. Salary history for last three years; and
6. List of three professional references who are familiar with your work experience.

Applications must be received by the closing date and time at the address specified in the covering correspondence.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applications may be selected for an interview.

LIST OF REQUIRED FORMS FOR USPSCs

Forms outlined below can found at <http://www.usa.gov/Topics/Reference-Shelf/forms.shtml> or at <http://www.usaid.gov/forms/>

1. Form AID 302-3, Offeror Information for Personal Services Contracts
2. *Declaration for Federal Employment (OF-306)
3. *Medical History and Examination Form (DS-6561)
4. *Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for non-Sensitive Positions (SF-85).
5. *Finger Print Card (FD-258)

*Forms 2 – 5 shall be completed ONLY upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website to determine which AAPDs and CIBs apply to this contract. <http://www.usaid.gov/work-usaid/aapds-cibs#psc>

BENEFITS:

As a matter of policy, and as appropriate, a locally-hired PSC is normally authorized the following benefits: Employer's FICA Contribution, Contribution toward Health & Life Insurance, Pay Comparability Adjustment, Annual Increase (pending a satisfactory performance evaluation), Eligibility for Worker's Compensation, Annual & Sick Leave

FEDERAL TAXES: USPSCs are required to pay Federal income taxes, FICA, and Medicare

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACT